



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 N. Figueroa, Los Angeles, CA 90012
(213) 240-8101

BOARD OF SUPERVISORS

Gloria Molina
First District

Yvonne Brathwaite Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

May 5, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF AMENDMENT NO. 8 TO AGREEMENT NOS. H-205962,
H-205964, H-205965 AND H-205967 FOR OVERFLOW MEDICAL RECORDS
CODING AND ABSTRACTING SERVICES AT FIVE DEPARTMENT OF
HEALTH SERVICES FACILITIES
(All Districts) (3 Votes)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Director, or his designee, to execute four overflow medical records coding and abstracting services agreement amendments, substantially similar to Exhibits I through IV, with Hospital Employee Labor Pool (H-205962), Ladera Career Paths (H-205964), Associated Record Technical Services dba ARTS, Inc. (H-205965) and Jenn International, Inc. dba Jenn International Personnel Agency (H-205967), on a month-to-month basis, with rates to remain the same, effective July 1, 2005 through January 31, 2006, at a total maximum County cost of \$7,029,447.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION:

In approving this action, the Board is authorizing the Director, or his designee, to sign four amendments to extend their respective terms under the same terms and conditions as specified in the existing agreements for the continued provision of overflow medical records coding and abstracting services at Department of Health Services' (DHS or Department) facilities (Harbor/UCLA Medical Center, including Coastal Cluster Health Centers, LAC+USC Healthcare Network, including Network Health Centers, Martin Luther King, Jr./Drew Medical Center, including South/West Health Centers, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center).

The four existing agreements are slated to expire on June 30, 2005.

Board approval of the recommended action will ensure uninterrupted overflow medical records coding and abstracting services at DHS' facilities, and allow additional time for the Department to complete the Request for Proposals (RFP) solicitation process.

FISCAL IMPACT/FINANCING:

The maximum total County cost for the seven-month extension period is \$7,029,447. Funding for the four agreements has been included in the Fiscal Year 2005-06 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS:

Medical records coding and abstracting services are specialized diagnostic and operative coding and abstracting services, including tumor registry coding and abstracting, and cancer surveillance reporting. Patients' medical records are audited, coded and abstracted in accordance with established numerical coding systems and special hospital coding systems. Without proper coding of these procedures, DHS would not be reimbursed for various medical procedures.

On June 25, 1996, the Board approved six agreements with six firms to provide medical record coding and abstracting services. On May 5, 1998, the Board approved Amendment No. 1 to add High Desert Health System as a delivery site. Subsequently, Amendment Nos. 2 through 6 were approved by the Board during the period of December 5, 2000 through June 18, 2004, extending the term with no increase to the payment provision and adding standard language provisions.

On June 15, 2004, the Board approved Amendment No. 7 to extend the term of the agreements through June 30, 2005 to allow DHS time to conduct a competitive RFP process.

The RFP was released on June 18, 2004. By the September 28, 2004 deadline for proposal submissions, 43 proposals were received from nine agencies. Thirty-four proposals passed phase one of the evaluation process. The Department has submitted its avoidable cost analysis to the Auditor-Controller for review and validation. Because of the substantial number of proposals received, additional time is necessary to complete the RFP process.

The rates for the services remain the same; however, three facilities, Hubert H. Humphrey Comprehensive Health Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center are projecting an increased need for utilization of these services resulting in an increase in the maximum obligation.

The existing Contractors are in compliance with all Board and County Counsel requirements. Contract monitoring functions will continue to be performed by the Medical Records Director at each medical facility.

Attachment A provides additional information. The attached amendments (Exhibits I through IV) have been approved by County Counsel.

The Honorable Board of Supervisors
May 5, 2005
Page 3

CONTRACTING PROCESS:

An RFP solicitation, conducted in accordance with Section 44.7 of the County Charter, and implemented by Section 2.121.250 et seq. of the Los Angeles County Code which permits the County to contract with the private sector when it is more economically feasible, was released on June 18, 2004.

Because of the substantial number of proposals received, a term extension is necessary to complete the RFP process.

Amendment No. 8 will extend the term of the agreements an additional seven months, on a month-to-month basis, pending completion of the RFP process.

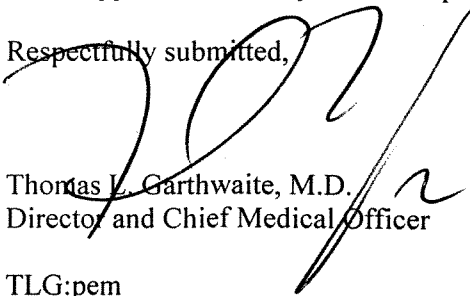
It is not appropriate to advertise amendments to agreements on the Los Angeles County Web Site as a business opportunity.

IMPACT ON CURRENT SERVICES (OR PROJECTS):

The recommended amendments will provide overflow medical records coding and abstracting services at DHS' facilities while the Department completes the RFP solicitation process.

When approved, this Department requires three signed copies of the Board's action.

Respectfully submitted,



Thomas L. Garthwaite, M.D.
Director and Chief Medical Officer

TLG:pem

Attachments (5)

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

BLECD3809.pem

SUMMARY OF AGREEMENT**1. TYPE OF SERVICE:**

Overflow medical records coding and abstracting services at DHS' facilities.

2. AGENCY ADDRESSES AND CONTACT PERSONS:

Agreement No. H-205962
Hospital Employee Labor Pool
5400 Orange Avenue, Suite 200
Cypress, California 90630
Attention: Teri Carter
Telephone: (714) 243-3510
Facsimile: (714) 243-3505

Agreement No. H-205964
Ladera Career Paths
6820 La Tijera Blvd., Suite 217
Los Angeles, California 90045
Attention: Anna Little
Telephone: (310) 568-0244
Facsimile: (310) 568-8202

Agreement No. H-205965
Associated Record Technical Services
dba ARTS, Inc.
600 Corporate Pointe, Suite 1150
Culver City, California 90230
Attention: Nzingha Asantewa Ali
Telephone: (310) 641-7446
Facsimile: (310) 641-1208

Agreement No. H-205967
Jenn International, Inc.,
dba Jenn International Personnel Agency
3250 Wilshire Blvd., Suite 926
Los Angeles, California 90010
Attention: Jennifer Oracion
Telephone: (213) 388-1688
Facsimile: (213) 388-9685

3. TERM:

The amendments will extend the term of the four (4) agreements on a month-to-month basis for up to 7 months, effective July 1, 2005 through January 31, 2006.

4. FINANCIAL INFORMATION:

The maximum cost of the services for the four amendments is \$7,029,447.

	FY 2005-06 <u>7/1/05 - 1/31/06</u>
<u>DHS Facility</u>	
Harbor/UCLA MC	\$ 832,795
Harbor/UCLA CHC & HC	\$ 217,000
LAC+USC MC	\$2,186,333
LAC+USC CHC & HC	\$ 964,250
MLK	\$1,663,195
MLK HC	\$ 375,374
Olive View	\$ 566,500
Rancho	<u>\$ 224,000</u>
TOTAL	\$7,029,447

5. ACCOUNTABLE FOR MONITORING:

Medical Records Directors at each facility.

6. APPROVALS:

Department of Health Services: Fred Leaf, Chief of Operations

Contract Administration: Irene E. Riley, Director

County Counsel: Christina A. Salseda, Deputy County Counsel

Contract No. H-205962

OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES
AT DHS MEDICAL CENTERS AGREEMENT

AMENDMENT NO. 8

THIS AMENDMENT is made and entered into this _____ day of
_____, 2005,

by and between the
and

COUNTY OF LOS ANGELES
(hereafter "County"),

HOSPITAL EMPLOYEE LABOR POOL
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled
"OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES AT DHS
MEDICAL CENTERS", dated June 25, 1996, and further identified as
County Agreement No. H-205962, and Amendment Nos. 1 through 7
(all hereafter referred to as "Agreement"); and

WHEREAS, Agreement is slated to expire on June 30, 2005; and

WHEREAS, it is the desire of the parties to extend the term
of the Agreement for a maximum of seven (7) additional months
through January 31, 2006 unless sooner terminated; and

WHEREAS, the Agreement provides that changes may be made in
the form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. This Amendment shall become effective July 1, 2005.

2. The term of Agreement is hereby extended seven (7) months, on a month-to-month basis and, unless sooner cancelled or terminated, shall expire at twelve midnight on January 31, 2006.

3. During the extension period, Contractor shall be compensated according to the same payment provisions and same rate(s) specified in the Agreement for the immediate prior six (6) calendar month term.

4. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officers, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical
Officer

APPROVED AS TO FORM
BY THE OFFICE OF COUNTY COUNSEL
County Counsel

HOSPITAL EMPLOYEE LABOR POOL
Contractor

By _____
Deputy

By _____

Name _____

Title _____

(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Health Services

By _____
Irene E. Riley, Director
Contract Administration

CDAMEND3811.pem
4/27/05

Contract No. H-205964

OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES
AT DHS MEDICAL CENTERS AGREEMENT

AMENDMENT NO. 8

THIS AMENDMENT is made and entered into this _____ day of
_____, 2005,

by and between the
and

COUNTY OF LOS ANGELES
(hereafter "County"),

LADERA CAREER PATHS
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled
"OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES AT DHS
MEDICAL CENTERS", dated June 25, 1996, and further identified as
County Agreement No. H-205964, and Amendment Nos. 1 through 7
(all hereafter referred to as "Agreement"); and

WHEREAS, Agreement is slated to expire on June 30, 2005; and

WHEREAS, it is the desire of the parties to extend the term
of the Agreement for a maximum of seven (7) additional months
through January 31, 2006 unless sooner terminated; and

WHEREAS, Agreement provides that changes may be made in the
form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. This Amendment shall become effective July 1, 2005.
2. The term of Agreement is hereby extended seven (7) months, on a month-to-month basis and, unless sooner cancelled or terminated, shall expire at twelve midnight on January 31, 2006.
3. During the extension period, Contractor shall be compensated according to the same payment provisions and same rate(s) specified in the Agreement for the immediate prior six (6) calendar month term.
4. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officers, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical
Officer

APPROVED AS TO FORM
BY THE OFFICE OF COUNTY COUNSEL
County Counsel

LADERA CAREER PATHS
Contractor

By _____
Deputy

By _____

Name _____

Title _____
(AFFIX CORPORATE SEAL HERE)

APPROVED AS TO CONTRACT
ADMINISTRATION:

Department of Health Services

By _____
Irene E. Riley, Director
Contract Administration

CDAMEND3812pem
4/27/05

OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES
AT DHS MEDICAL CENTERS AGREEMENT

AMENDMENT NO. 8

THIS AMENDMENT is made and entered into this _____ day of
_____, 2005,

by and between the
and

COUNTY OF LOS ANGELES
(hereafter "County"),

ASSOCIATED RECORD TECHNICAL
SERVICES DBA ARTS, INC.
(hereafter "Contractor").

WHEREAS, reference is made to that certain document entitled
"OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES AT DHS
MEDICAL CENTERS", dated June 25, 1996, and further identified as
County Agreement No. H-205965, and Amendment Nos. 1 through 7
(all hereafter referred to as "Agreement"); and

WHEREAS, Agreement is slated to expire on June 30, 2005; and

WHEREAS, it is the desire of the parties to extend the term
of the Agreement for a maximum of seven (7) additional months
through January 31, 2006 unless sooner terminated; and

WHEREAS, Agreement provides that changes may be made in the
form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. This Amendment shall become effective July 1, 2005.
2. The term of Agreement is hereby extended seven (7) months, on a month-to-month basis and, unless sooner cancelled or terminated, shall expire at twelve midnight on January 31, 2006.
3. During the extension period, Contractor shall be compensated according to the same payment provisions and same rate(s) specified in the Agreement for the immediate prior six (6) calendar month term.
4. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officers, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical
Officer

APPROVED AS TO FORM
BY THE OFFICE OF COUNTY COUNSEL
County Counsel

ASSOCIATED RECORD TECHNICAL
SERVICES DBA ARTS, INC.
Contractor

By _____
Deputy

By _____
Name _____

APPROVED AS TO CONTRACT
ADMINISTRATION:

Title _____
(AFFIX CORPORATE SEAL HERE)

Department of Health Services

By _____
Irene E. Riley, Director
Contract Administration

CDAMEND3813.pem
4/27/05

Contract No. H-205967

OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES
AT DHS MEDICAL CENTERS AGREEMENT

AMENDMENT NO. 8

THIS AMENDMENT is made and entered into this _____ day of
_____, 2005,

by and between the
and

COUNTY OF LOS ANGELES
(hereafter "County"),

JENN INTERNATIONAL, INC.
DBA JENN INTERNATIONAL
PERSONNEL AGENCY (hereafter
"Contractor").

WHEREAS, reference is made to that certain document entitled
"OVERFLOW MEDICAL RECORDS CODING AND ABSTRACTING SERVICES AT DHS
MEDICAL CENTERS", dated June 25, 1996, and further identified as
County Agreement No. H-205967, and Amendment Nos. 1 through 7
(all hereafter referred to as "Agreement"); and

WHEREAS, Agreement is slated to expire on June 30, 2005; and

WHEREAS, it is the desire of the parties to extend the term
of the Agreement for a maximum of seven (7) additional months
through January 31, 2006 unless sooner terminated; and

WHEREAS, Agreement provides that changes may be made in the
form of a written amendment which is formally approved and
executed by the parties.

NOW, THEREFORE, the parties hereby agree as follows:

1. This Amendment shall become effective July 1, 2005.

2. The term of Agreement is hereby extended seven (7) months, on a month-to-month basis and, unless sooner cancelled or terminated, shall expire at twelve midnight on January 31, 2006.

3. During the extension period, Contractor shall be compensated according to the same payment provisions and same rate(s) specified in the Agreement for the immediate prior six (6) calendar month term.

4. Except for the changes set forth hereinabove, Agreement shall not be changed in any other respect by this Amendment.

/

/

/

/

/

/

/

/

/

/

/

/

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be subscribed by its Director of Health Services, and Contractor has caused this Amendment to be subscribed in its behalf by its duly authorized officers, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical
Officer

APPROVED AS TO FORM
BY THE OFFICE OF COUNTY COUNSEL
County Counsel

JENN INTERNATIONAL, INC.
DBA JENN INTERNATIONAL
PERSONNEL AGENCY
Contractor

By _____
Deputy

By _____
Name _____

APPROVED AS TO CONTRACT
ADMINISTRATION:

Title _____
(AFFIX CORPORATE SEAL HERE)

Department of Health Services

By _____
Irene E. Riley, Director
Contract Administration

AMENDCD3810.pem
4/27/05